

H-3106-1 TRANSFERS BY ASSIGNMENT, SUBLEASE, OR OTHERWISE

Format for Standard Notice to Assignee of

Approved Partial Assignment

Serial No. _____

NOTICE

PARTIAL
ASSIGNMENT
APPROVAL

Attached is a copy of your approved partial assignment which created a separate lease serialized (Serial number). This lease retains all of the terms and conditions of the original lease. You, as the lessee, are responsible for the payment of annual rentals, and retain the right to relinquish the lease.

RENTAL
PAYMENTS

Annual rental payments for the new lease are in the amount of \$_____ that must be made directly to the Minerals Management Service (MMS) at the following address and be received in that office ON OR BEFORE THE ANNIVERSARY DATE EACH YEAR: Minerals Management Service, Royalty Management Program, P.O. Box 5640, Denver, Colorado 80217.

MMS
BILLING
NOTICES

The MMS normally issues courtesy billing notices 75 days prior to the lease anniversary date, the date the rental is due. To expedite processing by the MMS, the party receiving the courtesy billing notice needs to ensure that they return the remittance portion of the notice with the rental payment. If a billing notice is not received, reference to the lease serial number needs to be made on the remittance. For leases where there are multiple lessees, the billing notice is generally mailed to the lessee holding the majority of the lease interest. You must notify the MMS in writing at the above-identified address if you wish to request a change in the party that is to receive the billing notice. Do not rely on receipt of a billing notice as a reminder to pay the rental. Failure to receive a billing notice will not prevent the lease from termination by operation of law if you do not pay the rental, nor is it considered a justifiable reason for not paying the rental on time.

PAYOR
CHANGE

LEASE
TERMINATION

Failure to pay the annual rental will result in automatic termination of the lease by operation of law. There is no grace period allowed. Termination of your lease is automatic and is statutorily imposed by Congress when the annual rental is not timely received. The BLM has no discretion and merely notifies you of this occurrence. Termination is triggered solely by failure of the lessee to timely submit the rental to the MMS. The lessee has the responsibility to ensure that the rental payment is timely received. Payments must be sent sufficiently in advance of the lease anniversary date to account for normal delays on the part of the U.S. Postal Service (or other Agent) in collection, transmittal, and delivery to the MMS.

Except for rental payments that must be provided to the MMS at the above-specified address, all other lease matters, including address changes, relinquishments, transfers of interest, etc., must be directed to this BLM office at the letterhead address.